



# U. S. District Court Southern District of Mississippi

## Pro Se Law Clerk Vacancy Announcement MSSD-2022-02

### POSITION

PRO SE LAW CLERK

### LOCATION

Gulfport, Mississippi

### SALARY/TARGET

JSP 11-14\*

The full-time starting salary ranges from JSP-11/01 (\$66,214) to JSP 14/01 (\$111,521)

\*Actual salary will be dependent on relevant experience and bar membership.

### POSITION AVAILABLE

May 9, 2022

### APPLICATION CLOSING DATE

5:00 pm CST  
Friday, April 29, 2022

### ANNOUNCEMENT

MSSD-2022-02

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

### POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi is seeking qualified applicants for the position of Pro Se Law Clerk.

Incumbent will report to the Chief District Judge and the Chair of the Court's Pro Se Law Clerk Oversight Committee as well as to the Supervisory Pro Se Law Clerk and the Clerk of Court and will be assigned to assist federal district and magistrate judges in the administration of various types of cases filed by pro se prisoners. Responsibilities include, but are not limited to, (a) conducting an initial review and substantive screening of cases; (b) reviewing in forma pauperis (IFP) status; (c) providing case management services such as identifying issues, parties and claims, and evaluating the need for hearings; (d) drafting orders on non-dispositive motions, and reports and recommendations on dispositive motions; (e) assisting with trial preparation and jury instructions and attending trial; (f) drafting any post-trial orders and orders relating to IFP status on appeal; and (g) other duties as assigned.

**Qualifications/Requirements:** Applicants must be a United States citizen or eligible to work in the United States. To qualify for the position of pro se law clerk, an individual must be a law-school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from an accredited law school, and have demonstrated one of the following accomplishments or proficiencies:

(a) Standing within the upper third of the law-school class from an accredited law school on the approved list of either the American Bar Association or the Association of American Law Schools;

(b) Experience on the editorial board of a law review of such a school;

(c) Graduation from such a school with an LLM degree; or

(d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:

1. Publication of a noteworthy article in a law school student publication or other scholarly publication;

2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;

3. Winning a moot court competition or membership on a moot court team representing the school in competition with other law schools;

4. Participation in the legal aid or other law-school clinical program sanctioned by the law school;\* or other law-school clinical program sanctioned by the law-school;\* or

5. Summer experience as a law clerk to a state or local judge or law-clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).\*

(\*To receive credit, participation and experience could not have been for academic credit.)

**Legal Work Experience.** Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

## BENEFITS

The judiciary offers a generous benefits package which includes:

- 11 paid holidays
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Long-term care plan options
- Retirement, including participation in the Thrift Savings Plan
- Flexible spending account options

## MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. §362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.
- As a condition of employment, the selected candidate will be subject to an FBI background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

## APPLICATION PROCESS

**Qualified applicants should submit a single PDF document including:**

- A cover letter of application, resume of qualifications, to include educational and employment experience, and at least three references and recommendation letters;
- Two legal-writing samples, at least one of which is not a law-journal article; and
- A completed Application for Judicial Branch Employment (AO 78), which is available at <https://www.uscourts.gov/sites/default/files/ao078.pdf>

**to:** [hr\\_manager@mssd.uscourts.gov](mailto:hr_manager@mssd.uscourts.gov) (SUBJECT: PSLC - MSSD-2022-02)

Applications will be accepted until 5:00 pm CST, Friday, April 29, 2022.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, extend the application deadline, or to fill the position sooner than the closing date without prior notice.